

## **Voting Procedures for FRP Board of Trustees Candidates**

One active Firefighter Trustee position opened up on September 1, 2021. This election is to fill this vacancy for the remainder of the Trustee's term expiring July 1, 2023. The Firefighters' Retirement Plan has designated the Plan's independent certified accountant, Kerber, Eck & Braeckel, LLP (KEB), to conduct the election for Trustees.

### **Elections/Ballots/Voting Procedures**

#### ***1. Independent Accountant***

The election will be conducted by the Plan's independent certified public accountant, Kerber, Eck & Braeckel, LLP (KEB), who shall:

- Mail the official ballots to all active Firefighters;
- Receive the returned ballots;
- Count the votes;
- Report the results to the Board.

All elections will be conducted in accordance with all applicable laws. All ballots will be mailed on November 1, 2021.

#### ***2. Voting***

- **Voting will be conducted completely by mail;**
- Official ballots, and voting instructions, will be mailed to the address on record with the FRP office;
- Each ballot shall contain a unique identifier which are held confidential by KEB;
- Each ballot must be returned in the official envelope provided by KEB;
- Each ballot **must be received at KEB by U.S. Mail by 5 pm on December 1, 2021.**

**Each active is entitled to one (1) vote only. No write-in candidates are allowed.**

Pre-addressed return envelopes, with postage pre-paid, will be supplied with each ballot. The Plan is not responsible for lost or misdirected mail. If a ballot is destroyed or lost, a new one may be requested in person at the accounting firm's office. The voter must complete an affidavit stating the reason for requesting a replacement ballot. Only official ballots may be submitted; no copies of ballots will be counted.

Each active is entitled to one (1) vote only. No write-in candidates are allowed.

FRP is not responsible for any lost, damaged, or misdirected mail; however, if a replacement ballot is necessary, then the following procedure must be followed:

- Firefighter calls KEB between 9 am & 4 pm Monday-Friday at 314-231-6232 and ask for the FRP Election judge;
- Firefighter provides name and mailing address;
- KEB cancels Firefighter's first ballot and has a new ballot available for pick-up in their offices at: One South Memorial Drive, Suite 900, St. Louis, MO 63102;
- Firefighter picks up ballot at KEB offices and completes an affidavit stating the reason for requesting a new ballot.;
- **No replacement ballots will be distributed after Noon on November 29, 2021.**

#### ***3. Void Ballots***

The validity of any ballot shall be determined by KEB, subject to the review of the Board. **Ballots will be considered null and void (and not counted) for any of the following reasons:**

- Ballot received after the election close date;
- Ballot received by means other than U.S. Mail;
- Multiple ballots received in a single envelope/or not in official envelope provided;
- Voted for more than the number of candidates for which there are vacancies (if one open spot-can only vote for one person);
- No unique identifier on the ballot, or the unique identifier has been torn or defaced;
- Multiple ballots received with identical unique identifier;
- Not an official ballot (no copies);
- Voted for a write-in candidate.

*Full Election Rules and Regulations can be found on the FRP website at:*

*[www.stlouis-mo.gov/government/departments/firefighters-retirement/documents/election-rules-and-regulations.cfm](http://www.stlouis-mo.gov/government/departments/firefighters-retirement/documents/election-rules-and-regulations.cfm)*